

# VOLUNTEER INFORMATION BOOKLET

## SUMMER 2016

Release Date: Friday, April 1, 2016

### IMPORTANT DATES

#### VOLUNTEER REGISTRATION

##### **Registration Begins**

Wednesday, April 6th  
5:00pm—6:30pm

*\*Registration continues during normal business hours  
(8:30am—5:00pm, Monday—Friday) starting **Thursday, April 7th.***

##### **Registration Ends**

Tuesday, May 31st  
5:00pm

#### MANDATORY TRAINING

##### **Program Volunteers**

*One of the following training sessions **MUST** be attended.*

##### **Training Location:**

Powers Hall at Town Hall

##### **Program Training Session 1:**

Monday, June 20th  
4:00pm—5:30pm

##### **Program Training Session 2:**

Tuesday, June 21st  
4:00pm—5:30pm

##### **Pool Volunteers**

*The following training session **MUST** be attended.*

##### **Training Location:**

Rosemary Pool

##### **Pool Training Session:**

Wednesday, June 22nd  
4:00pm—5:30pm



**Needham Park and Recreation**

Public Service Administration Building | 500 Dedham Avenue | Needham MA 02492  
[www.needhamma.gov](http://www.needhamma.gov) | [www.facebook.com/NeedhamRecreation](http://www.facebook.com/NeedhamRecreation)

**Thank you** for your interest in becoming a volunteer with Needham Park and Recreation Department. We are pleased that you are considering becoming part of our summer team! Becoming a volunteer is “a step in a new direction”. You will no longer be viewed as a participant but as a contributing, responsible member of the team. Volunteers are given the opportunity to develop skills and learn under the guidance of the Park and Recreation staff, many who started as volunteers themselves. Please carefully read the information in this booklet as many of the questions you have may be answered.

## ABOUT THE VOLUNTEER PROGRAM

Each year, Needham Park and Recreation places approximately 200 individuals in our volunteer program. Volunteers are placed on a first-come, first-served basis. On your volunteer application, you will provide your top three program/week/time combinations that you want to volunteer for. **The application requires a signature from both the parent and the volunteer.**

Program volunteers register for 12/15 hours (3 hours per day for 4/5 days). Pool volunteers register for 30 hours (3 hours per day for 10 days). If a volunteer is interested in more hours, they should ask the Program Director/Assistant Pool Supervisor.

## HOW TO APPLY

1. Both the volunteer and a parent read through the ENTIRE informational booklet.
2. The volunteer completes the two-sided volunteer application. This application requires the signature of both the parent and the volunteer.
3. Submit the application in-person or by mail to the Park and Recreation Office no later than **May 31st at 5:00pm.**

## PROGRAM FEES

A \$35 registration fee is due for program and pool volunteers at the time of registration. The fee is waived for pool volunteers that have a 2016 Rosemary Pool season badge.

## FREQUENTLY ASKED QUESTIONS

### How old must I be?

You must be 11 years old (*or older*) by your first day of volunteering.

### Do I receive training?

Yes! Volunteer training is **required** for all volunteers, even those that have volunteered in past years. Volunteers that do not attend the mandatory training will be removed from the volunteer program—**NO EXCEPTIONS**.

### Do I get a certificate?

Yes! You will receive a certificate reporting all volunteer hours. (*Training time is not included*).

### How many hours am I guaranteed?

Program volunteers are guaranteed a minimum of 12 hours. Pool volunteers are guaranteed 30 hours. If a volunteer is interested in more hours, they should ask the Program Director/Assistant Pool Supervisor and **NOT** the Park and Recreation Office.

### Who do I report to on the first day?

You will report to the Program Director/Assistant Pool Supervisor that you met at your training.

### What do I wear?

At training you will receive your volunteer t-shirt, which must be worn whenever you are volunteering. The t-shirt is not to be torn, ripped, or altered in any way. Sunscreen is recommended for all volunteers.

- **Program volunteers** are **required** to wear socks and sneakers, no flip flops or open sandals are permitted.
- **Pool volunteers** are **required** to wear swim suits. Flip flops and open sandals are permitted.

## FREQUENTLY ASKED QUESTIONS (continued)

### **Do I have to know how to swim?** *(Pool Volunteers)*

You must be able to perform the skills that are taught in beginner level courses, such as the front float, the front glide, the back glide, and the beginner stroke.

### **Will I actually be teaching swimming skills?** *(Pool Volunteers)*

You will be helping but not actually teaching. The instructors are responsible for teaching the skills, but they will need your help! You will learn more about your responsibilities at the training session. Pool Volunteers at Rosemary Pool learn the basics of the Red Cross Safety Instruction Program and assist with the children in early levels of swim instruction.

### **More questions?**

Call the Park and Recreation Office at 781-455-7550 and press 3.





## LEVELS OF SWIM INSTRUCTION

### **POOL VOLUNTEER – *Volunteer Limit: 10 per session***

Swim lessons have four, two week sessions. Swim lessons begin at age three. There is one volunteer session each day from 8:30am—12:00pm. Pool Volunteers will work with Swim Instructors to set-up, demonstrate skills, and assist with lessons. Swim Lessons take place at Rosemary Pool.

#### **Preschool Level** (30 minute class)

Designed to meet the developmental needs of 3 and 4 year olds. Swim skills are taught through play.

**Levels 1—6 are for participants ages 5 and older and are 40 minute classes.**

#### **Level 1** Introduction to Water Skills

Elementary aquatic skills are taught, including blowing bubbles, fully submerging mouth, nose, and eyes, and learning to support float, front and back.

#### **Level 2** Fundamental Aquatic Skills

Participant must be ready to learn how to tread water, glide on front and back, float on front and back, open eyes under water and retrieve objects, and perform rhythmic breathing.

#### **Level 3** Stroke Development

Participant must be ready to learn to jump into deep water from the side, dive from sitting or kneeling position, survival float, swim front crawl, perform rotary breathing, and butterfly kick and body motion.

#### **Level 4** Stroke Improvement

Helps participant develop confidence in strokes, swim breast-stroke, tread water using sculling arm motions and kick, swim underwater, perform feet first dive, swim on side using scissor kick, coordinate butterfly, and perform turns on front and back.

#### **Level 5** Stroke Refinement

Will help the participant coordinate and refine stroke including the front crawl, elementary backstroke, back crawl, side stroke, breaststroke, and butterfly.

#### **Level 6** Skill Proficiency

Refines all strokes so participant can swim with ease, efficiency, power, and smoothness over greater distances. Preparation for advanced courses and aquatic activities.

## PROGRAM DESCRIPTIONS

### VOLUNTEERS AGES 11 AND UP

#### **MINI-EVERGREEN**—*Volunteer Limit: 4 per session*

This program runs in eight, one week sessions. The ages of the participants range from 3 to 5 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help set up, break down, clean up, and help participants with different activities including crafts, story, and snack time throughout the day. Mini-Evergreen will be held in the **Broadmeadow School Classroom, Gym, and Playground.**

#### **KIDZART**—*Volunteer Limit: 2 per session*

This program runs in eight, one week sessions. The ages of the participants range from 4 to 7 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help set up, break down, clean-up, and help participants with different crafts and activities throughout the day. Kidzart will be held in the **Broadmeadow School Classroom, Gym, and Playground.**

#### **CRICKETEER ADVENTURE**—*Volunteer Limit: 4 per session*

This program runs in eight, one week sessions. The ages of the participants range from 5 to 8 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help set up, break down, and help participants with different activities and games throughout the day. Cricketeer Adventure will be held at **Cricket House, Field, and Playground.**

### VOLUNTEERS AGES 12 AND UP

#### **SUMMER PLAYGROUND**—*Volunteer Limit: 5 per session*

This program has an eight week session. The ages of the participants range from 5 to 10 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help set up, break down, and help participants with different games and activities throughout the day. Summer Playground will be held in the **Broadmeadow School Cafeteria, Gym, Field, and Playground.**

### VOLUNTEERS AGES 13 AND UP

#### **SKATEBOARD EDU**—*Volunteer Limit: 2 per session*

This program runs in two, one week sessions. The ages of the participants range from 8 to 11 years old. There is one volunteer session each day from 9:00am—12:00pm. Volunteers will help set up and organize skills and activities. Volunteers must have their own skateboard, helmet, and pads. Skateboard EDU will be held at the **Pollard Middle School Outdoor Courts.**

## PROGRAM DESCRIPTIONS

### VOLUNTEERS AGES 14 AND UP

#### **KIDS OFF BROADWAY—*Volunteer Limit: 2 per session***

This program runs in eight, one week sessions. The ages of the participants range from 7 to 12 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help participants with set design, script writing, and different activities throughout the day. Kids Off Broadway will be held in the **Broadmeadow School Classroom, Field, and Performance Center.**

### VOLUNTEERS AGES 15 AND UP

#### **OUTDOOR LIVING—*Volunteer Limit: 3 per session***

This program has eight, one week sessions. The ages of the participants range from 8 to 13 years old. There are two volunteer sessions each day. The morning session is 8:45am—11:45am and the afternoon session is 12:45pm—3:45pm. Volunteers will help participants during trail walks and set up different activities and games throughout the day. Outdoor Living will be held at **Ridge Hill Reservation and Rosemary Pool.**

#### **SPORTS SPECIALTIES—*Volunteer Limit: 4 per session***

This program runs in eight, one week sessions. The ages of the participants range from 7 to 13 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help set up, break down, and help participants with different skills, games, and activities throughout the day. Sports Specialties will be held in the **Pollard Middle School Gyms, Cafeteria, and Fields.**

#### **TENNIS ACADEMY—*Volunteer Limit: 4 per session***

This program runs in seven, one week sessions. The ages of the participants range from 8 to 13 years old. There are two volunteer sessions each day. The morning session is 9:00am—12:00pm and the afternoon session is 1:00pm—4:00pm. Volunteers will help set up, organize drills and activities, and swimming at Rosemary Pool will be planned. Tennis Academy will be held at **Needham High School Tennis Courts and B-Gym.**

*\*Must have experience playing tennis at the High School level or in an organized league to volunteer for this program.*

**VOLUNTEER** **COMMUNITY**  
**NEEDS** **SUPPORT** **GIVE** **HELPING** **AIDE** **MENTOR** **ASSISTANCE**  
**INVOLVED** **GET** **CHILDREN**



# Thank you for considering the Needham Park and Recreation Volunteer Program!

*A Step in a New Direction!*



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